

FACILITY USE APPLICATION & PERMIT

FACILITY REQUESTED		
<input type="checkbox"/> Hillview Community Center 97 Hillview Ave. Room _____ Max Cap classroom 25, Multi 150, HV Hall 125	<input type="checkbox"/> Garden House Shoup Park, 400 University Max Cap 150	<input type="checkbox"/> Grant Park Room _____ 1575 Holt Ave. Max Cap 150
<input type="checkbox"/> Los Altos Youth Center -Max Cap 175 One N. San Antonio Rd.	<input type="checkbox"/> Patriot Corner Group Picnic Site Shoup Park, 400 University *No electricity available. Max Cap 75 SEE RESERVE SIDE for Patriot Corner	<input type="checkbox"/> Community Plaza Corner of State & Main Streets Max Cap 75
<input type="checkbox"/> San Antonio Club 647 San Antonio Rd. Max Cap 20 (Adults) 20 (Children)		

EVENT INFORMATION	
Event Name: (if applicable)	Type of Event:
Date/s of Event:	Recurring Event: <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> N/A <input type="checkbox"/> Mon. <input type="checkbox"/> Tue. <input type="checkbox"/> Wed. <input type="checkbox"/> Thu. <input type="checkbox"/> Fri. <input type="checkbox"/> Sat. <input type="checkbox"/> Sun. <input type="checkbox"/> NA <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> 4th <input type="checkbox"/> 5th <input type="checkbox"/> NA
Event Time: (Including setup and cleanup) _____ am/pm to _____ am/pm	
*Patriot Corner Event Time: <input type="checkbox"/> Morning Use: 8am – 2pm <input type="checkbox"/> Afternoon Use: 3 – 8pm <input type="checkbox"/> Full Day: 8am – 8pm Comm Plaza Event Time: <input type="checkbox"/> Morning Use: 7am – 3pm <input type="checkbox"/> Afternoon Use: 3 – 11pm <input type="checkbox"/> Full Day: 7am – 11pm	
Will Food/Beverages be served? <input type="checkbox"/> Yes <input type="checkbox"/> No	Estimated Attendance:
Will Alcohol be served? <input type="checkbox"/> Yes <input type="checkbox"/> No	Music: <input type="checkbox"/> Live Music <input type="checkbox"/> D.J. <input type="checkbox"/> N/A

CONTACT INFORMATION		
Organization: (if applicable)	Non-Profit Tax ID #:	
Contact Name:	Email Address:	
Day Phone:	Cell or Evening Phone:	
Address:		
City:	State:	Zip:
2 nd Contact Name:		Day Phone:
Group Type: <input type="checkbox"/> Resident <input type="checkbox"/> Res Non-Profit <input type="checkbox"/> Non-Resident <input type="checkbox"/> Non-Res Non-Profit		Percentage of Los Altos Residents in Group: (50% is required to be a Resident group) _____ %

WAIVER OF LIABILITY	
To the fullest extent allowed by law, Applicant hereby agrees to defend, indemnify and hold harmless the City of Los Altos, its governing board, the individual members thereof, and all City of Los Altos officers, agents and employees from any loss, damage, liability, cost or expense arising from the use or occupancy of City property. All applications shall bear the signature of a person 21 years or older who is duly authorized representative of the organization or group making the request, and further the applicant agrees to reimburse the City of any loss or damage to City property caused by such use. I HAVE READ AND UNDERSTAND THE ATTACHED POLICIES AND REGULATIONS ATTENDANT TO MY RENTAL OF THIS FACILITY (including decorations, clean-up, noise etc.) & I AGREE TO ABIDE BY THEM. I have read and understand the refund policy.	
Signature of Applicant:	Date:

Office Use Only:

Alcohol Permit:
 Permit Required: ☐ Yes ☐ No
 Date Paid: _____
 Paid by: ☐ Check. ☐ CC ☐ Cash

Deposit:
 Date Paid: _____
 Paid by: ☐ Check. ☐ CC ☐ Cash
 Deposit Refunded: ☐ Yes ☐ No
 Date Refunded: _____ By: _____
 Facility Condition: _____

PATRIOT CORNER GROUP PICNIC AREA USE

AMPLIFIED SOUND AGREEMENT

I understand that no amplified sound of any type is allowed at Patriot Corner Group Picnic Area. If any amplified sound is used by me or anyone else in my group, I understand I will forfeit a **minimum of 50% or potentially 100% of my rental deposit**. This includes any item that requires electricity to operate, including but not limited to, MP3 players, iPods, iPads, stereo systems, car audio systems, portable CD players, DJ sounds systems, portable generators etc. I also understand that amplified sound used in the Garden House is not permitted to be directed towards the picnic area.

**Signature
of Applicant:**

Date:

FACILITY USE POLICIES AND REGULATIONS

FACILITY USE FEES

All fees for facility rental, security deposit and alcohol permit are required before a reservation is confirmed. No exceptions.

- **PAYMENT OPTIONS:** Checks made payable to the City of Los Altos; Visa, MasterCard or Discover credit cards; cash payments made in person.

Facility Rental Fees

- Indoor recreation facilities are rented on an hourly basis including event set-up and clean-up. This includes entry by a caterer, rental company, event planner, etc.

Security Deposit

A security deposit of \$500 is required for all rentals to ensure that the facility is returned to its original condition.

- The full security deposit will be returned within 30 days after the event if the facility is found in satisfactory condition and the event did not surpass the paid for event time.
- If the facility is not returned to its original condition, or if the event time is extended without pay, the renter will be notified within two working days of the event date should any additional charges be incurred. The renter is responsible for additional charges related to, but not limited to, property damage, required maintenance or employee overtime. The renter will be required to forfeit the security deposit and/or pay additional fees in the amount determined by the City.
- Clean-up Guidelines are detailed below and outline the renter's responsibilities in returning the facility to its original condition.

Alcohol Permit

A City of Los Altos Alcohol Permit is required for any event serving alcohol including beer and wine. The City Alcohol Permit DOES NOT authorize the SALE of Liquor.

Permits to authorize the sale of liquor must be obtained by the State of California Alcohol Beverage Control Board:

San Jose ABC Office
100 Paseo de San Antonio, Room 119
San Jose CA 95113
(408) 277-1200 SNJDirect@abc.ca.gov

INSURANCE

Renter is required to provide insurance if serving or selling alcoholic beverages. Renter may be required to provide insurance for other uses or activities, if indicated on permit. Please see attached insurance requirements for details.

REFUND / CANCELLATION POLICY

Refunds for cancellation of a facility reservation will be granted as follows:

Hillview Community Center Multi Purpose Room or Social Hall, Los Altos Youth Center, Garden House, Grant Park Multi Purpose Room, Community Plaza and Patriot Corner:

- Cancellations received 5 or more months in advance of the scheduled use will receive a full refund, minus a 10% cancellation fee
- Cancellations received 3 – 4 months in advance will receive a refund of 50% of their facility use fees.
- Cancellations received 1 – 2 months in advance will receive a refund of 25% of their facility use fees.
- Cancellations received less than one month in advance will receive a refund only of fees paid in excess of \$500 (max cost: \$500.)

Hillview Community Center and Grant Park classrooms:

- Cancellations received more than two weeks in advance of the scheduled use receive a full refund, minus a 10% cancellation fee
- Cancellations received less than two weeks but more than 24 hours in advance will receive a refund of 50% of the facility use fees.
- No refund will be provided if cancellation is requested less than 24 hours prior to scheduled use.

USE TIMES

All activities, including clean up, must be completed by the following times:

- Hillview Community Center, Los Altos Youth Center, Garden House, and Grant Park: 11pm.
- Patriot Corner: 2pm for morning rentals, 8pm for afternoon or full day rentals.

- Community Plaza: 3pm for morning rentals, 11pm for afternoon or full day rentals

PARK RENTALS

- Community Plaza is rented on a half day (morning: 7am – 3pm, or afternoon: 3 – 11pm) or full day (7am – 11 pm) basis.
- Patriot Corner is rented on a half day (morning: 8am – 2pm, or afternoon: 3 – 8pm) or full day (8am – 8 pm) basis.

Patriot Corner:

- Remove all decorations including tape or string from tables, trees, fences, grass etc.
- Dispose of all trash and recyclables in the dumpster and appropriate recycling bins located in the parking lot. Do not allow trash cans to overflow.
- Patriot Corner may only be reserved for celebratory, entertainment, and/or information related events **without entrance fees or merchandize sales.**

Community Plaza:

- No Event may obstruct vehicular or pedestrian traffic. This includes activity, displays, signs, banners or any other paraphernalia.
- No flame or fire is permitted. This includes candles, torches, logs etc.
- Community Plaza may only be reserved for celebratory, entertainment, and/or information related events **without entrance fees or merchandize sales.**
- Restore plaza area to its original condition.

ACCESS TO FACILITY

Access to the indoor facilities will be granted as follows:

- If the event is a private party held on a weekend, a facility attendant will be provided to open and close the facility for your use and monitor your event to ensure compliance with policies and regulations. Private parties held on weeknights may also require a facility attendant.
- For all other uses, a key may be issued to the renter one day prior to the event if applicable. Keys for weekend events MUST be picked up at the Recreation Department Office by 5pm on the Friday before the scheduled event. Keys must be returned to the Recreation Department Office on the Monday following the event. Keys returned after-hours and on weekends may be dropped through the Recreation Office mail box.

DECORATIONS

All decorations must be removed after the activity. Nails, staples, and screws are NOT permitted. Only painter's blue masking tape may be used on walls. Nothing may be hung from acoustical ceilings. Staples and pins may be used on bulletin boards ONLY. All decorations must be fire retardant.

CLEAN-UP GUIDELINES

The return of your security deposit is partially dependent upon your compliance with the instructions below:

Hillview Community Center, Los Altos Youth Center, Garden House, and Grant Park:

- Remove all decorations including tape or string from tables, walls, outside areas, fences, grass, etc.
- Using the cleaning equipment provided in the Janitorial closet complete the following:
 - Clean sink, counter tops and cabinet doors. Use standard household cleaners, do not scour.
 - Sweep and mop floor.
 - Clean out refrigerator. Do not leave food in the refrigerator.
 - Clean stove and ensure all burners are turned off. Do not use steel wool or abrasive pads on grill or burner area.
- Return cleaning equipment to Janitorial closet after use.
- Dispose of all trash and recyclables in dumpsters provided, located in the following areas:
 - Youth Center: In the Driveway by the Kitchen
 - Garden House: Parking lot
 - Hillview: Behind the kitchen
 - Grant: Behind the kitchen
- Return all tables and chairs to their storage area.
- Turn off all lights, close all windows and lock all doors.

GOOD NEIGHBOR POLICY

The facility you are using borders on a residential area. During your activity please consider these neighbors and control your noise volume inside the building or in the picnic area, and in the parking lot. Doors should be kept closed except while entering or exiting the building whenever music is being played, either amplified or acoustic. Your consideration and cooperation is appreciated.

NOISE ORDINANCE: Activities held in City of Los Altos facilities must conform to the standards and regulations for Noise and Vibration Control as set forth by the City Noise Ordinance No. LAMC 6.16.050.

MISCELLANEOUS INFORMATION

- VEHICLES are restricted to appropriate parking spaces. Loading and unloading is restricted to the parking lot areas only.

- BOUNCE HOUSES are not permitted in any City of Los Altos park.
- PATRIOT CORNER additional information:
 - ELECTRICITY is not available at Patriot Corner.
 - AMPLIFIED SOUND is not permitted in Patriot Corner at any time.
- OVERNIGHT use is not permitted in any City-owned facilities.

EMERGENCY PHONE LIST

For facility problems, please call the Recreation Office at (650) 947-2790 (Monday-Friday, 8am - 5pm).
On weekends, evenings and holidays, please call the Los Altos Police Department at (650) 947-2770.